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**To:** Boards of Health  
Vaccine Distributors  
Health Care Providers

**From:** Robert W. Morrison, Vaccine Manager  
Marie O'Donnell, Immunization Program Manager

**Date:** August 2006

**Re:** *New Vaccine Order Form and Vaccine Usage Aggregate Report*

The Massachusetts Department of Public Health (MDPH) Immunization Program has modified the scannable *Vaccine Order Form* and *Vaccine Usage Aggregate Report* in order to accommodate the new vaccines available through our program.

The new *Vaccine Order Form* is one-sided and the Lost/Expired column has been removed and added to the *Vaccine Usage Aggregate Report*. Please make sure you print the numbers in the boxes as demonstrated at the top of the form. If there is a zero (0) quantity, it is not necessary to enter a "0" in each of the boxes.

There is one *Vaccine Usage Aggregate Report* replacing the current *Vaccine Usage Report – Aggregate* and *Vaccine Usage Report – Individual*. The new form allows providers to report total vaccine usage by vaccine type and age group since the last time the site reported (usually the last time vaccines were ordered). Doses lost or expired should also be reported on this new form. For sites that cannot capture doses administered data electronically (i.e., through electronic billing systems) a *Vaccine Usage – Worksheet* has been developed to help track doses administered data including MMRV and varicella vaccines. The doses from the worksheets should be totaled by antigen and age group and reported on the *Vaccine Usage Report*. Please, do not submit the worksheets with the *Vaccine Usage Report*.

Because the scanner will only be able to read clean and clear copies of these forms, we ask that you **not** photocopy the new forms. These forms can be printed directly from the MDPH web site <http://www.mass.gov/dph/cdc/epii/imm/imm.htm#management>, or obtained in bulk quantities from your vaccine distributor or MDPH Regional office.

There is a separate ordering process for MMRV and varicella vaccine, because these vaccines are shipped directly from the manufacturer. There is a new *MMRV and Varicella Vaccine Order and Usage Form*. This form can be used to order these vaccines and to report aggregate MMRV and varicella vaccine usage. This order form must be faxed to the Vaccine Management Unit at 617-983-6924 with each order.

Please discard any previous version of these forms. All new orders must be submitted on the new *Vaccine Order Form*. If you have doses administered data on the old usage report please submit that data with your next order, and going forward use the new usage report form. If you have any questions regarding the use of these forms, please contact your MDPH Regional office or the Vaccine Management Unit at 617-983-6828. Thank you for your assistance in managing and accounting for Massachusetts' vaccine supply.

Attached:     *General Instructions for Completing the New Vaccine Order Form, Vaccine Usage Report, and Vaccine Usage Worksheet*  
                  *Vaccine Order Form*  
                  *Vaccine Usage Aggregate Report*  
                  *Varicella and MMRV Vaccine Order and Usage Form*  
                  *Vaccine Usage – Worksheet*